



Chief Development Officer

Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. However, there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps, entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we are honored to serve.

Position: The Chief Development Officer works closely with the CEO and senior management team, Board of Directors and Marketing, to identify, cultivate and solicit support from individuals, corporations, foundations and government entities.

The position requires a proven leader who is flexible and can promote Beyond Housing's mission and vision to a wide variety of stakeholders, donors and prospects. As a member of the leadership team, the CDO is responsible for planning and managing all aspects of the organization's strategic direction for fundraising, donor development and the organization.

Responsibilities include:

- Plan and oversee all development and fundraising activities to achieve organizational goals.
- Provide leadership to a team of five development staff and establish clear roles and responsibilities with measurable, performance objectives.
- Maintain a donor portfolio for you and the CEO to enhance cultivation and solicitation of all donors.
- Serve as key development liaison to the Board of Directors, Development Committee and Marketing to provide direction and support for fundraising efforts.
- Ensure policies, procedures and systems are in place and professional standards are maintained.
- Uphold the Donor Bill of Rights and truly live out the Culture of Philanthropy.
- Manage the Hawthorne Giving Society.
- Ensure that all development communications support the Beyond Housing brand.
- Contributes to a strong senior management culture and supports positive organizational development.
- Other duties as assigned.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.



Experience and Qualifications:

- Commitment to the community served by Beyond Housing.
- Knowledge of the St. Louis philanthropic community.
- Bachelor's degree (CFRE or Master's preferred).
- At least 10 years of experience in fund development with demonstrated individual major gift success.
- Experience building relationships with national foundations.
- Successful record of asking, cultivating, securing and stewarding gifts of all levels from diverse sources.
- Demonstrated supervisory and management skills with the ability to set, implement and meet specific goals, support and motivate staff and see the big picture.
- Strong oral and written communication skills.
- Demonstrated ability to develop, manage budgets and create annual strategic fund development plans.
- Strong interpersonal skills and ability to establish effective relationships with volunteers, staff, donors and prospects.
- Ability to engage and motivate people from all backgrounds.
- Skills and willingness to work on a team for the advancement of the mission of the organization.
- Strong relationship skills that lead to long term connections.
- Ability to promote and support diversity, inclusion, and equity throughout organizational culture.

Supervisor:

- Direct - Chief Executive Officer

Supervises:

- Direct - Director of Corporate and Foundation Relations
- Indirect - Annual Fund Manager, Development Coordinator, Grants Manager, and Events and Volunteer Coordinator.

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org by April 30, 2019. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.